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Transportation

**BORDER CLEARANCE, CUSTOMS PROGRAM,
AND OTHER**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 24-4, *Customs and Border Clearances*, and outlines the responsibilities and procedures for the conduct of the customs, agriculture, and health quarantine inspection program at McConnell AFB. This instruction applies to all Department of Defense (DoD) personnel, to include 931st Air Refueling Group and 184th Bomb Group, and all DoD sponsored aircraft arriving at McConnell AFB from foreign countries.

SUMMARY OF REVISIONS

Inspections will be performed at the aircraft when possible. When not possible, inspections will be performed at Bldg. **1220**, Mobility Center, or as otherwise directed. Destruction of foreign garbage changed from burn incinerator to BFI canisters.

1. References: AFI 24-404, AMCI 24-101 Volume 16, and DoD Regulation 5030.49

2. Responsibilities:

2.1. The United States Customs Office or its designated representative will:

2.1.1. Conduct routine customs inspections of all passengers (see below stipulations) and crew to include baggage and cargo of inbound flights originating from areas outside the continental United States (CONUS).

2.1.1.1. Military members

2.1.1.2. Military dependents (must have ID card and US passport)

2.1.1.3. Retirees and their dependents (dependents must have an ID card and US passport)

NOTE: McConnell Air Force Base personnel will not perform customs on non-US citizens, first-time entrants, or legal immigrants returning to the CONUS. Should one of the aforementioned attempt entry at McConnell Air Force Base, they will be isolated and held for response by US Customs Officials.

2.1.2. Oversee/approve procedures for the disposal of refuse from aircraft arriving from outside the continental United States.

2.1.3. Notify the 22d Aerospace Medicine Squadron (AMDS), Public Health (SGPM) when there is evidence of pests of potential medical importance which may require quarantine.

2.1.4. When unknown species of moderate infestation are located, the 22 AMDS/SGPM will contact the 22d Civil Engineering Squadron (CES), Pest Management Section (CEOHE) for control measures.

2.2. Upon notification of an inbound aircraft requiring customs inspections, 22 OSS/OSAA (Airfield Management) personnel will obtain the aircraft parking location from one of the following agencies, depending on the type of aircraft and number/type of passengers.

2.2.1. Transient Alert-transient aircraft

2.2.2. Command Post (CP)-assigned/tenant aircraft

2.3. 22d Air Refueling Wing (ARW) Command Post will:

2.3.1. Notify Security Police Law Enforcement Desk and ask for the Military Customs Inspector MCI(E) to be available for customs inspection of the aircraft. Command Post personnel will additionally pass to security police the following information if available:

2.3.2. Point of origin of aircraft.

2.3.3. Number of crew, passengers, and their status (i.e., military, dependents, retired) parking location, and whether cargo (not baggage) is on board, if known.

2.3.4. If a military customs inspector is not able to perform the customs inspection, notify the next en route destination that the security police have issued a permit to proceed.

2.3.5. Notify 22d Transportation Squadron, Vehicle Operations dispatcher for bus support of space available passengers, if necessary.

2.3.6. Notify the aircraft commander to keep all personnel and cargo on the aircraft until the military customs inspection is complete.

2.3.7. Notify 22 ARW Public Affairs Office of returning aircraft if requested.

2.3.8. Notify 22 ARW Logistics Plans (YPL) if the aircraft is a returning deployment aircraft.

2.3.9. Notify Commander, 22d Operations Group, on any arrival of McConnell based aircraft.

2.4. The 22d Security Police Squadron will:

2.4.1. Ensure sufficient number of personnel are trained as MCI(E)s and available for customs duty when aircraft notification is received.

2.4.2. Notify United States Customs Service Officials of arriving aircraft and that customs will be required for passengers and cargo.

2.4.3. Isolate the aircraft, crew, passengers, and baggage until customs inspection is completed.

2.4.4. Transport any foreign garbage to the holding area on the south end of Building 1115 for temporary storage. (See "Proper Handling of Foreign Garbage from Aircraft," [Attachment 1](#).)

2.4.5. Brief personnel on customs requirements and complete the inspection at the aircraft when possible. In the event that the inspection cannot be done at the aircraft, the inspection will be completed using the Mobility Center, Building 1220 or Base Operations, Building 1112.

2.4.5.1. Aircraft inspections will be performed on a random basis, as determined by MCI(E)s. If the MCI(E) designates an arriving aircraft as one to be inspected, or after reviewing customs declarations determines an inspection is necessary, the person(s) to be inspected will be identified before the passengers and crew depart the aircraft. The identified person(s) will be transported to the inspection area where his/her bags will be checked.

2.4.5.2. When the returning personnel arrive at the inspection area, ensure sterility is maintained and passengers are controlled until released by inspectors.

2.4.5.3. Ensure all baggage is downloaded and controlled until released by inspectors.

2.4.5.4. Ensure all returning cargo (except hazardous or cargo with prior arrangements such as weapons or classified), requiring a customs or agricultural inspection be placed in the marshaling area and controlled until released by inspectors.

2.4.5.5. Ensure all customs paperwork is complete and waits for baggage to be downloaded inside the cargo bay.

2.5. The 22 ARW Logistics Plans will:

2.5.1. Notify 22d Transportation Squadron, Combat Readiness Flight, ext. 3300, of cargo/passenger requirements if aircraft is a redeployment aircraft.

2.5.2. Notify Unit Deployment Managers.

2.6. The 22d Civil Engineering Squadron will:

2.6.1. Provide pest control services through 22 CES/CEOHE.

2.6.2. Provide equipment and manpower for pest and rodent eradication in the event emergency agricultural quarantine procedures are needed.

2.7. The 22d Aircraft Generation Squadron and the 184th Aircraft Generation Squadron will:

2.7.1. Ensure qualified maintenance personnel are available to assist the customs inspector if panels need to be opened/removed from the aircraft to facilitate inspection.

2.7.2. Ensure the aircraft is checked by the aircrew for any foreign pests and sprayed with disinfectant prior to the deplaning from the aircraft.

2.7.3. Ensure the crew of the **aircraft** collect all foreign garbage and turn it over to the military customs inspector for proper disposal.

2.8. The requirements in [2.5.1](#), [2.5.2](#), and 2.5.3. will be completed by transient maintenance personnel if the aircraft is a transient aircraft.

2.9. The 22d Transportation Squadron will:

2.9.1. Ensure qualified drivers and busses are available upon notification by Wing Command Post (WCP) that an aircraft requiring customs is arriving.

2.9.2. Ensure sufficient number of Cargo Deployment Function personnel are available to off-load cargo after completion of military customs inspection.

2.9.3. Ensure sufficient number of Air Passenger Terminal (A-PT) personnel and augmentees are available when passenger count is ten or more. Passengers will be transported from the aircraft to the Mobility Center, Bldg 1220, or as otherwise directed. When the passenger count is nine or less and if the customs inspection cannot be done on the aircraft, passengers will be transported to Base Operations, Bldg. 1112.

2.9.4. Dirty or infested cargo **will not** be processed until it is acceptably cleaned by the submitting agency. Cleaning of infested/dirty cargo will be conducted in the south bay of Building 1176. If this is not possible, the item(s) will be kept segregated from other storage areas to ensure containment of possible insect or rodent infestation.

2.10. The 184th Bomb Wing/Logistics Plans will:

2.10.1. Notify 22d Air Refueling Wing (ARVV) Command Post (CP) dispatcher of impending Air National Guard aircraft arrivals that will require customs.

2.10.2. Notify 22 ARW/CP of the parking area and the building where the customs inspection will be completed if the aircraft is to be parked on the Kansas Air National Guard side of the base.

2.10.3. Notify 22 ARW/YPL of cargo/passenger requirements.

2.11. The 22d Air Refueling Wing Public Affairs Office will use appropriate communication channels to inform base officials, friends, and relatives of returning personnel not to make personal contact until after the customs inspection is completed.

2.12. Aircraft commanders will contact 22 ARW/CP, via phone patch, and pass on the following information at least 2 hours prior to arrival.

2.12.1. Estimated arrival time, departure base

2.12.2. Total crew

2.12.3. Total passengers and their status

2.12.4. Total cargo (total pallets)

2.12.5. Advise if any hazardous cargo on board.

2.12.6. Any VIPs on board

2.12.7. Ensure all non-duty passengers on board the aircraft have a US passport in their possession. Should an individual attempt to enter the United States through McConnell AFB and not be in possession of a valid US Passport and a DD Form 2, ID Card, a United States National Form 7, Report of Exception to Section 53.1, Title 22 of the Code of Federal Regulations, may be accomplished by the 22 SPS to allow entry.

2.13. Detaining and movement of illegal entrants will be furnished by security police.

2.14. 22 ARW/CC will supply an aircraft or other means of transportation to return persons who cannot be cleared by security police MCI(E), US Customs, or immigration inspectors, to their port of departure.

SCOTT W. LYON, Lt Col, USAF
Commander, 22d Logistics Group

Attachment 1**PROPER HANDLING OF FOREIGN GARBAGE FROM AIRCRAFT**

A1.1. A-H foreign garbage and galley trash from arriving aircraft, originating outside the continental United States (excluding Canada) must be disposed of using the following steps:

A1.1.1. Collection will be as soon as possible after the aircraft arrival (at no time should any foreign refuse be placed in the domestic trash dumpster). Report estimated weight to the MCI(E) before being taken to the holding area.

A1.1.2. Collected in double leak proof plastic bags and sealed with yellow USFA warning tape.

A1.1.3. All foreign garbage will be placed in sealed medical waste containers until transferred to the civilian contractor. (This will be accomplished within 72 hours)

A1.1.4. E-mail Security Police Law Enforcement Operations (SPOL) about the garbage so that it can be properly disposed.

A1.1.5. SPOL will notify BFI for garbage pickup.